

City of Las Vegas

400 Stewart Avenue
Las Vegas, Nevada 89101

AFFIRMATIVE ACTION PROGRAM FOR WOMEN AND MINORITIES

INTRODUCTION

The City of Las Vegas (The City) has developed this Affirmative Action Plan as one of several tools to implement our affirmative action policies effectively. However, the form, language and analysis of the plan necessarily complies with the requirements of 41 CFR 60-2, et seq. (Affirmative Action Programs), and other regulations established pursuant to the provisions of Executive Order 11246, and all other civil rights related laws and regulations that have or may be enacted, as amended. Accordingly, terminology such as "problem areas" and "utilization analysis," appearing in this Affirmative Action Plan is that which The City is required to use by these regulations. The criteria used in relation to these terms are those specified by the Government. These terms have no independent legal or factual significance whatsoever. Although The City of Las Vegas has used this terminology and methodology in connection with this Affirmative Action Plan and our affirmative action policies; such usage does not necessarily signify that The City agrees that these terms are properly applied to any particular factual situation.

Vision

A world-class, vibrant, affordable, economically and ethnically diverse, progressive city where citizens feel safe, enjoy their neighborhoods and access their city government.

Mission

To provide residents, visitors and the business community with the highest quality municipal services in an efficient, courteous manner and to enhance the quality of life through planning and visionary leadership.

Values

- Commitment to personal and fiscal integrity
- Honesty in all our actions
- Innovation in meeting the present and future needs of the city
- Respect for, and belief in, individual difference and the worth of every person
- Pride in our work, in our dedication to public service, and in being the best we can be

Priorities

- Sustainable, Livable Neighborhoods
- Vibrant Urban Fabric
- Fiscally Sound Government
- Pro-Business Environment
- Safe City
- Citizen Engagement

REAFFIRMATION STATEMENT

It has been and continues to be the policy of the City of Las Vegas to provide equal opportunity in employment to all members of society; opportunity free of discrimination with regard to race, sex, religion, national origin, age, disability, political orientation or sexual preference. The City of Las Vegas reaffirms its commitment to equal employment opportunity for all members of protected classes as defined by Federal Legislation.

The City of Las Vegas continues to be firmly and aggressively committed to a program of Affirmative Action designed to assist members of protected classes in gaining employment opportunity in all aspects of employment with the City. A commitment to increase the representation of protected classes so as to achieve parity in all categories of employment.

The City of Las Vegas shall comply with all Federal, State and Local ordinances as well as other requirements which may be mandated by funding sources, court decrees and court orders.

It is the responsibility of the City Manager and EEO Coordinator to monitor this program in a manner which ensures equal opportunity to all who seek employment with the City, and to provide and maintain a work environment free from discrimination.

DESIGNATION OF RESPONSIBILITY

41 C.F.R. Section 60-2.17(a)

The City Manager has overall responsibility for implementation of the Equal Employment Opportunity Policy. The Equal Employment Opportunity Coordinator has the responsibility for the development, implementation and monitoring of the Affirmative Action Plan. These responsibilities include but are not limited to the following:

1. Developing the policy statements and affirmative action programs.
2. Developing internal and external communication procedures, as appropriate.
3. Designing and maintaining an internal audit and reporting system that will:
 - a. Identify any areas requiring remedial action and develop programs to correct those problem areas.
 - b. Determine the degree to which the goals and objectives have been reached.
4. Monitoring the following internal practices:
 - a. Proper display of EEO posters and policies.
 - b. Full participation of minority, female, and disabled employees in all The City sponsored educational, training, recreational, and social activities.
5. Assisting management in solving any identified problems. It shall be the responsibility of the EEO Coordinator to make available to department heads, managers, and supervisors such information and/or statistical data as may be necessary to measure progress toward the attainment of goals and to assure good faith efforts to implement the Affirmative Action Plan. Such information and/or statistical data shall be used to set reasonable placement goals.
6. Keeping management informed of the latest developments in the equal employment opportunity area.
7. Assisting employees in solving problems and resolving EEO complaints.
8. Serving as a liaison between The City and appropriate women and minority groups.
9. Serving as a liaison between The City and appropriate EEO enforcement agencies.

Elected Officials are responsible for setting expectations with regards to Equal Employment and Affirmative Action for the City Manager and EEO Coordinator and holding them accountable. Also, Elected Officials are to actively promote the general climate for a genuine Affirmative Action Program.

All employees are responsible to provide a work environment free from all forms of discrimination and harassment. They should be respectful of individual differences and values. All employees are encouraged to participate in diversity activities to increase their own personal awareness and support The City's events.

ACTION ORIENTED PROGRAMS

41 C.F.R. Section 60-2.17(c)

The City of Las Vegas has developed these action-oriented programs to correct any problem areas identified in the Identification of Problem Areas 41 C.F.R. Section 60-2.17(b) and to attain established goals and objectives.

THE SELECTION PROCESS

1. On-going analysis of position descriptions are conducted to ensure that they accurately reflect position functions.
2. Job requirements will be validated by division, department, location or other appropriate organizational units. Special attention will be given to academic, experience, physical, and skill requirements to ensure that the requirements themselves do not constitute inadvertent discrimination. Job specifications will be free from bias in regard to race, color, religion, sex or national origin, age, disabled or veteran status, except where sex is a bona fide occupational qualification. Where requirements screen out a disproportionate number of minorities or women as determined by Impact Ratio studies or other appropriate methods, professional validation of such job requirements may be sought.
3. Position descriptions and specifications, when used, will be distributed to all recruiting sources and members of management involved in the recruiting, screening, selection, and promotion processes.
4. All selection processes will be evaluated at least annually to ensure that they are nondiscriminatory.
5. All personnel who have roles in the selection process will be chosen with special care given to their qualifications for such roles, and will be provided any necessary ongoing training to ensure that the selection processes remain nondiscriminatory.

RECRUITMENT

Any one or all of the following techniques may be used to improve recruitment and increase the flow of minority or female applicants:

1. Recruitment organizations and community leaders as individuals may be contacted;
2. Linkage with recruiting sources, which may include briefing sessions, plant tours, presentations by minority and female employees, and full descriptions of appropriate job openings and the selection process;
3. Encouragement of minority and female employees to refer qualified applicants;
4. Inclusion of women and minorities on the personnel staff;
5. Minority and female participation in career days, youth motivation programs and other similar programs in the community;
6. Minority and female participation in "job fairs;"
7. Active recruiting at various training institutions, especially those having high minority and female enrollments; and

8. Expansion of help-wanted advertising to include the minority news media and women's interest media.

PROMOTIONS

Any one or all of the following techniques may be used to improve promotional opportunities for minority and female employees:

1. Posting or general announcement of all appropriate job openings;
2. Adhering to collective bargaining agreements;
3. Assessment of current female and minority employees' academic, skill and experience levels;
4. Remedial job training and work-study programs;
5. Formal performance appraisals;
6. Validation of job specifications;
7. Written justification by supervisors when apparently qualified minority or female employees are passed over;
8. Establishment of formal career counseling programs which may include attitude development, education aid, job rotations, buddy systems and similar programs;
9. Ongoing review of seniority practices in clauses and contracts to ensure that they are nondiscriminatory;
10. Review all company-sponsored recreational and social activities to ensure that they are desegregated; and
11. Encouragement of childcare, housing and transportation programs.

INTERNAL AUDIT AND REPORTING SYSTEMS

41 C.F.R. Section 60-2.17(d)

Specific monitoring and reporting procedures have been developed to evaluate the extent to which the goals of the Affirmative Action Plan are being met. The City maintains the following data:

1. Applicant flow data. Information on race and sex is obtained when an application for a position is submitted.
2. An Adverse Impact (Impact Ratio) Analysis will be performed when sufficient data exists on placements, promotions, transfers, and terminations using the Two Standard Deviation and the Fisher's Exact tests as applicable to ensure compliance with the Uniform Employment Selection Guidelines.
3. Any training programs will be analyzed regularly to eliminate potential discrimination in participation rates.
4. Any tests administered will be routinely analyzed to uncover potential discrimination in grading scores or test results.
5. The wage and salary plan will be reviewed at least annually for wage discrepancies.
6. The Availability Analysis for women and minorities will be studied and good faith placement goals will be established when necessary.
7. Progress toward established goals will be analyzed at least annually and necessary adjustments made to correct potential deficiencies.
8. Internal reporting is prepared on a scheduled basis indicating the degree to which goals in their respective departments were met.
9. Results of the affirmative action plan are reviewed with all levels of management.
10. Top management is informed on a regular basis of the effectiveness of these policies and any recommendations for improvement.

GOALS PROGRESS REPORT

The City of Las Vegas will prepare a Goals Progress Report when monitoring the progress towards established goals.

RELIGION AND NATIONAL ORIGIN DISCRIMINATION GUIDELINES

41 C.F.R. Section 60-50

The City of Las Vegas reaffirms its policy to afford equal employment opportunity to all individuals. Neither national origin nor religion is a factor in recruitment, selection, promotion, transfer, termination, or participation in training. The following activities are undertaken to ensure religion and national origin are not used as a basis for employment decisions:

1. Employment practices are reviewed to ensure that members of particular religious and/or ethnic groups are given equal employment opportunities.
2. All employees, including supervisors, managers, and executives are informed of our commitment to provide equal employment opportunity without regard to religion or national origin.
3. Recruitment sources are informed of our commitment to provide equal employment opportunity without regard to religion or national origin.
4. Internal procedures exist to implement equal employment opportunity without regard to national origin or religion.

ACCOMMODATION FOR RELIGIOUS OBSERVANCE AND PRACTICE

41 C.F.R. Section 60-50.3

The religious observances and practices of employees are accommodated by The City, except where such accommodation would cause undue hardship on the conduct of The City's duties. The accommodation offered is determined by considering The City's necessity, financial expense, and any personnel coverage problems which may result.

NONDISCRIMINATION

41 C.F.R. Section 60-50.5

The City does not discriminate against any qualified employee or applicant because of race, color, sex, age, disabled, or veteran status in implementing the policy concerning nondiscrimination based on religion or national origin.